

Payroll Checklist

The Payroll Department that enters employee data into PeopleSoft and the State Controller's Office, creating job and pay records.

Preparing for Appointment

- **Copy of Appointment Letter** Payroll receives a copy of the Appointment Letter from the VP's office.
- **Create Job Record** Payroll creates a job record in PeopleSoft when the Appointment Document and all necessary sign-up documents are received.

Welcome and Orientation

- **New Employee Orientation** Payroll shares pertinent information during Employee Orientation.